

# Cottingham Parish Council



**ALLOTMENTS COMMITTEE MEETING**  
**HELD AT THE PARISH COUNCIL OFFICE**  
**9 THE COTTAGES, MARKET GREEN, COTTINGHAM**  
**ON THURSDAY 25<sup>th</sup> JULY 2024 AT 10:00AM**

**MINUTES**

PRESENT: Cllrs: Casson, Jump & Duke  
Allotments Association Representatives: R Bromley, P Vojvodic & K Fenteman-Coates  
Clerks: N Pape, J Price  
There were no members of the public present.

720 TO ELECT A CHAIR FOR THE 2024/25 MUNICIPAL YEAR

Cllr Casson opened the meeting.

It was proposed by Councillor Duke, seconded by Councillor Jump and agreed unanimously that Cllr Casson be elected as Chair.

**Resolved: that Councillor Casson be elected as Chair for the 2024/5 municipal year.**

721 DECLARATIONS OF PECUNIARY, PREJUDICIAL AND NON-PECUNIARY INTEREST

**721.1 To record declarations of interest by any member of Council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.**

**721.2 To note dispensations given to any member of the Council in respect of the agenda items listed below.**

Cllr Duke declared a non-pecuniary interest in all agenda items as he is a current plot holder.

722 TO RECEIVE APOLOGIES

Apologies received from Cllr Stubbs.

**Resolved: that apologies be noted**

## **Administration**

### 722 TO RECEIVE UPDATE ON THE ALLOTMENTS BUDGET

722.1 The Clerk reported the allotments budget for the 2024/2025 financial year was £2000, expenditure so far being nil; however £500 was set aside for the water bill, approximately £300 for skip hire and approximately £300 for the biennial hedge cutting. It was acknowledged that a new gate wheel required purchasing imminently. The Clerk enquired if the CNAAs were still planning on purchasing a new grass cutter at a cost of £800 and new gate signage at a cost of £200, Roger Bromley confirmed neither was currently considered a necessity.

The Clerk requested the CNAAs identify estimated allotments costs for the 2025/2026 financial year and forward these to the Parish Office by 30<sup>th</sup> September 2024, the costs will then be considered by the Parish Council's Finance Committee with their recommendation to be discussed by Full Council later in the year.

**Resolved: that the CNAAs submit budget proposals for consideration by the Finance Committee**

### 723 TO PROVIDE AN UPDATE ON PROPOSALS TO WAIVE RENT IN CERTAIN CIRCUMSTANCES

The Clerk reported that Full Council had resolved to delegate authority to the Clerks to waive up to 4 months' rent to new tenants taking over plots in poor condition; the Clerks would report back to Full Council on any rents waived.

### 724 TO REVIEW ARRANGEMENTS FOR PLOT INSPECTIONS AND PLOT HANDOVERS

724.1 Roger Bromley reported that plot inspections are conducted monthly, with the exception of December & January; an invitation was extended to the Clerks & Committee members to participate in an inspection.

Plots are scored 0-9, 9 being the highest score. Currently, if a plot achieves a score of 4 or below, the CNAAs contact the tenant. If the score has not improved at the next inspection, the CNAAs advise the office for the staff to take the necessary action. It was agreed that those plots scoring 4 or below be reinspected after a period of 14 days instead of waiting for a full month to pass.

The Committee agreed that, for future inspections, it would be prudent for tenants scoring 5 to also be contacted by the CNAAs

**Resolved:**

- i. that the CNAAs forward a copy of the letter sent to ploholders;**
- ii. that plots scoring 4 be reinspected after a period of 14 days;**
- iii. that plots scoring 5 also be contacted by the CNAAs**

### 725 TO CONSIDER ISSUES ARISING FROM WATERLOGGED PLOTS

725.1 Whilst it was reported that the land drainage works undertaken by a contractor in 2021 to reduce flooding had significantly helped, it was acknowledged that flooding issues still persisted arising from the unpredictable weather cycles. The Committee discussed potential solutions and it was reported that those plots with raised beds had been impacted less.

**Resolved:** that the report be noted and the situation be monitored.

726 TO CONSIDER REQUEST FOR FUNDING OF SECURE METAL SHED

726.1 It was reported that the CNAА had a variety of machinery/tools that require safe keeping, the current shed on the allotment site was decayed and no longer fit for purchase. The CNAА had obtained quotes for a 8ft x 10ft secure metal shed at a cost of £613.99. The Committee agreed a budget of £1000 to purchase a shed, fixings and gravel, the CNAА will forward to the office the details of the shed to be ordered. Cllr Casson enquired if an application could be submitted for Do It For East Yorkshire funding to meet the costs, the Clerks will explore funding options

**Resolved:**

- i. that a budget of £1000 be agreed to purchase a shed, fixings and gravel;**
- ii. that the CNAА forward to the office the details of the shed to be ordered, and**
- iii. that the Clerks explore funding options**

**Social/Community Activity**

727 OPEN GARDENS

727.1 The CNAА reported that the allotments had participated in the Cottingham Open Gardens 2023 and 2024. Dove House had raised approximately £10,000 from the Cottingham Open Gardens event of 2024.

**Resolved: that the report be noted.**

728 PLANT SALE

728.1 The CNAА reported that they had undertaken a plant sale outside the Co-operative supermarket for the past 3 years, donations being taken for plants; funds raised approximately £350, 50% of which had been donated to charity.

728.2 Cllr Jump proposed the CNAА apply again to the Co-operative supermarket for community funding, their previous funding had financed the purchase of the allotment shelter.

**Resolved: that the report be noted.**

729 TO AGREE FUTURE MEETING DATES

It was agreed the next Allotment Committee Meeting be scheduled for 10am, Wednesday 15<sup>th</sup> January 2025.

**Resolved: Date and time of next meeting 10am, Wednesday 15<sup>th</sup> January 2025.**

There being no other business the Chairman closed the meeting at 11:22am

Signed .....  
Chairman of the Parish Council